DCDS Reports

Reconciliation Reports - A HR-462 - Distribution Reconciliation

Purpose: The Distribution Reconciliation Report displays the labor distribution amounts for a department, agency, pay

period end date and process day. All fields are required to be entered.

Frequency: As requested.

Issue Date: March 26, 2001

Distribution: The report is available to DCDS users who have been granted the appropriate security.

Sequence: Department, Agency

Media: Displayed on-line or the report may be printed.

Retention: Per Department Policy. Information is available on-line for one fiscal year.

Information: A. The Distribution Reconciliation report is accessed through the \underline{R} eports, Reconciliation, \underline{A} - Distribution

Reconciliation items on the menu.

B. The following detail is displayed:

- Pay Type Group
- Object
- DCDS (Distribution Amount)
- R \star STARS Amount (Absolute Value sent to R \star STARS. **Note**: All values sent to R \star STARS are positive.)

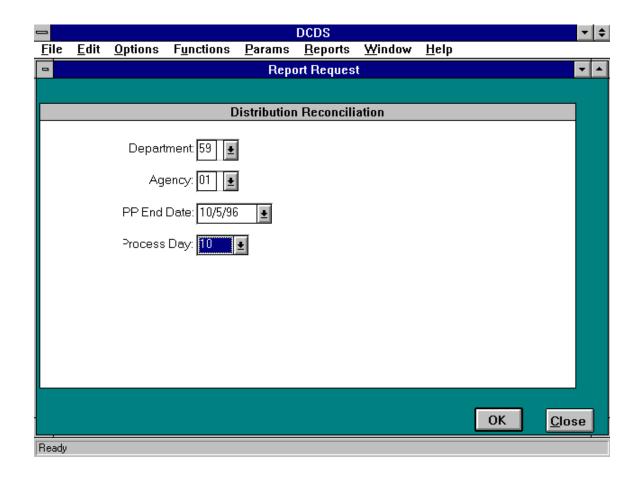
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Information	•
(Continued)	

- Difference (between Distribution Amount and R★STARS Amount)
- Total for Salaries and Wages
- Total for Agency
- Total for Department
- Total for Report
- C. To print a copy of the report, select <u>File</u> and click on the <u>Print</u> menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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Report Request Screen

To display the Report Request screen for the Distribution Reconciliation report, select the Reports menu item from the Menu bar and click on the Reconciliation menu item. From the cascading menu, click on \underline{A} - Distribution Reconciliation menu item.

The Report Request screen displays when the menu items are selected. The Report Request screen allows users to enter the appropriate criteria to request the Distribution Reconciliation Report.

Enter the Department, Agency, Ending Pay Period End Date and Process Day. To select all departments or agencies, click on **AL** from the department or agency dropdown. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the Report on-line. The printed report is displayed on the next page.

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		MAIN HUMAN RES DISTRIBUTION RE		RUN DATE: 02/02/2000 PAGE 1 OF 1	
DEPARTMENT: 07 DEPARTMENT OF MANAGEMENT & BUDGET AGENCY: 01 CENTRAL OFFICE		JDGET	PP END DATE: 01/22/2000 PROCESS DAY: 03		
PAY TYPE GROUP	<u>OBJECT</u>	<u>DCDS</u>	<u>R★STARS</u>	<u>DIFFERENCE</u>	
_ SALARIES AND WAGES	3165 3190 3235 3260 3265 3289 3290	\$12.80 \$32.00 \$196.00 \$820.12 \$1,234.58 \$141.69 \$36,472.52	\$12.80 \$32.00 \$196.00 \$820.12 \$1,234.58 \$141.69 \$36,472.52	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	
TOTAL FOR SALARIES A	ND WAGES	\$38,909.71	\$38,909.71	\$0.00	
TOTAL FOR AGENCY 01		\$155.904.33	\$155.904.33	(\$0.02)	
TOTAL FOR DEPARTMENT 07		\$155,904.33	\$155,904.33	(\$0.02)	
TOTAL FOR REPORT		\$155,904.33	\$155,904.33	(\$0.02)	

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